

AIRPORTS PLANNING MANAGER

Class Definition

Under general direction, develops and manages short-range and long-range comprehensive land and facility utilization plans, and property marketing programs for the City of Fresno Airports Division.

Distinguishing Characteristics

The Airports Planning Manager is a division head responsible for developing and managing all procedures and policies relating to the property management functions of the Airports Property Management and the Information Systems Division, as assigned. Incumbents develop and direct comprehensive plans and programs for utilization of land and physical facilities, property marketing programs, property leases and operating agreements, property rentals and airport use fees. This class is distinguished from Airports Property Supervisor in that incumbents of the latter perform less complex and difficult assignments and do not have managerial responsibility. This is an unclassified position in which incumbents serve at the will of the Director.

Typical Duties

(May include but are not limited to the following)

Develops and implements policies and procedures for business development such as advertising lease and concession space and/or buildings, activating new ways to use existing owned properties to increase revenue, and locating interested parties to provide additional services.

Prepares and administers the division budget.

Performs due diligence audits, interviews and inspections of prospective tenants to determine job knowledge, financial stability, competence and probability of a successful lessor-lessee relationship.

Develops and directs the comprehensive plans and programs for utilization of land and physical facilities of the airports.

Assists with long-range facility forecasting.

Manages property management program and staff, ensuring that objectives and goals specified in airport plans are accomplished in accordance with prescribed priorities, time limitations, and funding conditions.

Works with airport regulatory agencies on land use and other airport related matters.

Recommends and assists with the allocation of land uses surrounding the airports consistent with adopted plans.

Monitors and reviews the preparation and maintenance of proposals, leases, permits and other documents relating to Airports property; prepares and maintains the more complex and sensitive proposals, leases and permits.

Reviews airport property appraisals, applies property valuation and cost accounting data and provides input into the establishment and maintenance of rental rates and user fees for airports properties, facilities and services.

Conducts special projects or studies as necessary.

Performs other related duties as assigned.

Knowledge, Skills, and Abilities

(The following are a representative sample of the KSA's necessary to perform the duties of the class.)

Knowledge of the principles, practices and theories of planning as applied to the management and development of airport capital improvement projects.

Knowledge of the administrative techniques used in the development of plans for a large municipal airport, including landside and airside structures and facilities.

Knowledge of modern principles and practices of public and business administration.

Knowledge of the air transportation industry, including the functions and operations of other agencies, organizations, tenants and users as they relate to airports.

Knowledge of airport property management philosophies and techniques, including airport rate-setting principles as they apply to the various classifications of airport tenants and users.

Knowledge of federal, state and local laws and Federal Aviation Administration regulations, orders and standards affecting the development, use, and management of airport property and facilities.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Knowledge of contract provisions used in airport lease and operating agreements.

Skill to operate an office computer and a variety of word processing and software applications.

Ability to use and interpret graphical information such as construction plans, schematic drawings, wiring diagrams, flow charts, layouts, and other visual aids, and comprehend engineering and architectural plans.

Ability to plan, organize, and direct the work of assigned personnel.

Ability to prepare clear, concise and comprehensive reports, records, correspondence and other written materials and to make clear and persuasive oral presentations.

Ability to establish positive working relationships with representatives of community organizations, state and local agencies and associations, City management and staff and the public.

Minimum Qualifications

Graduation from an accredited four year college or university with a Bachelor's Degree in Aviation (Airport Management), Public or Business Administration, urban planning, transportation planning, or related field; and three years of professional experience in airport planning, and/or property management.

Special Requirement(s)

Possession of, or ability to obtain, a valid Class C California Driver's License at time of appointment.

APPROVED: _____
Director

DATE: _____